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HEALTH AND FAMILY WELFARE DEPARTMENT

RESOLUTION

The 22nd June, 2010

Sub: Functions and Job Description of various officials under Directorate of Public Health.

Consequent upon creation of the post of Director, Public Health vide H. & F.W. Department Resolution No.14994 / H , dated.06.05.2009 Directorate of Public Health shall act as an independent Directorate with various P.H. related functions as reflected under the staff working in the Directorate. It will provide leadership support to the Public Health Programme of the State under the leadership of one Director supported by one Additional Director (PH), Joint Director, Deputy Directors and Office Establishment. Broadly, the Director Public Health shall deal with three functional areas, such as, Planning and Development of Public health policy, Management of Public health programmes, Capacity Building of staff on Public Health discipline and provision quality control and food testing. Various programme activities as reflected under the Directorate of Public Health are:—

- Diseases Surveillance
- Disaster Management
- Yaws Control
- Tobacco Control
- Fluorosis Control
- IDD & Food Safety
- Waste Management
- Mental health
- School Health
- Vital Statistics (State Bureau of Health Intelligence, Birth & Death Registration, MCCD, ICD, ICF, Reports on Communicable & Non-Communicable Diseases, GIS mapping & Health Statistics.

In order to implement the aforementioned programmes, different cadres of staff are to be put in position such as Analytical Chemist cadre, Additional Director, Joint Director and Deputy Director Positions. Also, they will be supported by various cells, as reflected in the Organgram. The Establishment will be manned with an Establishment Officer, and staff. Below given are the position and broad job Description against each:

DIRECTOR, PUBLIC HEALTH

Job Description:—

1. Will be Head of the Directorate of Public Health.
2. Provide technical advice to the Government on various issues related to public health.
3. Responsible for full financial and administrative power in compliance with the Financial rules of the State.
4. Execute any other assignment delegated by the Government from time to time.
5. Shall act as Food Commissioner of the State.
6. Shall acts as Chief Registrar Birth and Death of the State under Birth and Death Registration Act.

ADDITIONAL DIRECTOR, PUBLIC HEALTH

Job Description:—

1. Provide programmatic leadership to Public Health Discipline in the State.
2. Represent the State at various meetings, conferences, seminars and at State Government/Government of India level as and when deputed to do so by the Director or Government.
3. Oversee the work of officials working under him in the Directorate of Public Health.
4. Provide technical advice to the Government on various issues related to public Health.
5. Responsible for partial financial and administrative power in compliance with the Financial rules of the State as delegated by DPH from time to time.
6. Execute any other assignment delegated by the Director/Government of Orissa From time to time.
7. Shall act as Addl. Food Commissioner for Food Safety.
8. Shall act as Nodal Officer for Tobacco Control and School Health.
9. Responsible & Report to Director Public Health.

JOINT DIRECTOR, PUBLIC HEALTH

Job Description:—

1. Provide programmatic support for development of Public Health in the State.
2. Represent the State at various meetings, conferences, seminars and with the State Government/Government of India level as and when deputed to do so by the Director/Additional Directors.
3. Oversee the work of officials in the Directorate of Public Health working under his /her direct supervision.
4. Act as Nodal Officer for programmes directly assigned to him or her (Tobacco Control).
5. Responsible for partial Financial and Administrative power in compliance with the Financial Rules of the State.
6. Execute any other assignment delegated by the Director/Government of Orissa From time to time.
7. Responsible and report to Director of Public Health/Additional Director (Public Health).
8. Shall act as Joint Commissioner for Food Safety and State Local Health Authority (Food adulteration).

JOINT DIRECTOR, WASTE MANAGEMENT & MENTAL HEALTH

Job Description:—

1. Monitor the progress of the Biomedical waste management and Mental Health activities in the State.
2. Organize and Supervise training on Biomedical Waste Management in close liaison with the District Authorities and the Hospital Managers.
3. Liaison and coordinate with the DMET/Medical Colleges on Waste Management and Mental Health activities.
4. Closely monitor the expenditure and activities related to the Biomedical Waste Management and Mental Health.
5. Shall execute any other activities as assigned to him by DPH/Government from time to time.
6. Report to Addl. DPH and work under the overall administrative control of DPH.
7. Shall act as nodal officer Waste Management & Mental Health.

DEPUTY DIRECTOR, I.D.D, FOOD SAFETY & FLUROSIS (NODAL OFFICER)

Job Description:—

1. Survey on I.D.D / Flurosis.
2. Awareness creation on use of iodized salt.
3. Restriction of Non-iodized salt in the market (Food Inspector to watch out).
4. Shall act as nodal Officer IDD / Food Safety & Flurosis.
5. Shall report to Director Public Health.

DEPUTY DIRECTOR, VITAL STATISTICS

Job Description: —

1. Function of Civil Registration System.
 - (a) Registration of Live Birth, Still Birth, Death and issue of Certificate thereof.
 - (b) Compilation of Annual V.S. Report, Birth Report, Death Report, Infant Death Report, Infant Mortality Rate, Maternal Mortality Rate.
 - (c) Annual Reports on working of the RBD Act, 1969. (Progress report of functionaries)
 - (d) Supply of stationeries i.e. printing form and registration units of urban and rural areas of districts.
 - (e) Correspondence to R.G.I.
2. M.C.C.D (Medical Certification of Cause of Death) Section
 - (a) Collecting, coding, Tabulation, Compilation of MCCD reports of Medical institutions of the State.
 - (b) International classification of Diseases. Specific diseases known as I.C.D.-10.
 - (c) International classification of functionaries.
3. Health Intelligence
 - (a) Collecting, Compilation and submission of communicable, Non-communicable and Snake-bite reports.
 - (b) Annual Admission Reports on functioning of Medical Institution.
 - (c) Annual Medical Statement i.e. Statement A1 & A 2 , B1 & B2 , additional D, D, E, F & G and I.
 - (d) Compliance of C.B.H.I correspondence.

DEPUTY DIRECTOR, PUBLIC ANALYST**Job Description: —**

- (a) Shall be responsible for food testing and act as in charge of the Laboratory.
- (b) Discharge any/all other duties as assigned by Additional Director/Director of Public Health.
- (c) Act as Nodal Officer for Analysis of the various public utility items as per the food safety norms and Central Act.
- (d) Report to the Joint Director Public Health & work under overall control of DPH.

DEPUTY DIRECTOR, IDSP/YAWS CONTROL**Job Description: —**

- (a) Shall be responsible for disease surveillance, yaws control and epidemiological investigations in the State.
- (b) Oversee the works of District Epidemiologists
- (c) Oversee the works of IDSP Cell.
- (d) Discharge any/all other duties as assigned by Addl. Director (P.H.)/DPH/ Government from time to time.
- (e) Shall act as nodal Officer IDSP, Yaws Control Programme.
- (f) Shall work under overall control of DPH.
- (g) Besides, the DHS (O) will provide supporting staffs i.e. Ministerial Staffs (Junior Assistant, Senior Assistant, Section Officer, Establishment Officer), Typist, Diarist, Peons etc. from the existing staffs of the combined Health Directorate for smooth functioning of the office of Director Public Health.

This will come into force with effect from the date of publication in the *Orissa Gazette*.

ORDER

The Resolution be published in an extraordinary issue of *Orissa Gazette*.

By order of the Governor

ANU GARG

Commissioner-cum-Secretary to Government